Extended Hours Procedures

Voting hours can be extended by court order. When this occurs, all votes during extended hours must be cast provisionally, as the court order might be reversed on appeal. Follow these procedures after normal voting hours have ended:

Do not close scanning units until extended hours are officially over

1. A Chief Judge will open the package labeled "**E**" for extended hours voting and give the envelopes inside to the Election Judges working at the provisional table.

2. Check-in Judges continue to look up each voter in the Pollbook and issue *Provisional Voter Authority Cards*. Use the following guidelines to process voters.

   A. If the voter would vote using a standard ballot were it not for extended hours:
      - Click on the "Issue Provisional Ballot option" on the Pollbook.
      - Enter provisional reason code 10.
      - Write "E" on the VAC and initial. Direct voter to provisional table.
      - Provisional judge issues voter a ballot, completes an "E" envelope, writes the ballot sequence # on the VAC and initials. (This is not the standard *Provisional Ballot Application and Envelope* used for provisional voters.)

   B. It the voter would vote using a standard ballot were it not for extended hours, but has a **change of address** (moved within 21 days):
      - Click on the "Issue Provisional Ballot option" on the Pollbook.
      - Enter provisional reason code 2.
      - Write "E" on the VAC and initial. Direct voter to provisional table
      - Complete a Voter Update Form with the voter.
      - Provisional judge issues voter a ballot, completes an "E" envelope, writes the ballot sequence # on the VAC and initials. (This is not the standard *Provisional Ballot Application* used for provisional voters.)

   C. If the voter is found in Pollbook, but would be required to vote provisionally (ABS or PEND, for example) even if there were no extended hours:
      - Click on the "Issue Provisional Ballot" option on the Pollbook.
      - Enter applicable provisional reason code.
      - Write "E" on the VAC and initial. Direct voter to provisional table
      - Provisional Judge issues voter a **standard** *Provisional Ballot Application*, writes "E" (if not pre-stamped) on top of application and follows other normal provisional procedures.

   D. If voter is not in the precinct <u>or</u> state register in the Pollbook:
      - Voter completes Orange (Substitute) Provisional VAC.
      - Enter provisional reason code (9) and write "E" on the VAC.
      - Provisional Judge issues voter a **standard** *Provisional Ballot Application*, writes E (if not pre-stamped) on top of application and follows other normal provisional procedures.

3. Closing procedures for extended hours voting are the same as all other voting. Return extended hours VACs in designated envelope. Note extended hours on the Provisional Certification.